



# SchoolNet 3.0

## FOOD SERVICE

### Eligibility Verification

#### Purpose & Synopsis

The Verification module is used to process Annual Verification of Eligibility per Federal policy.

The Verification module also contains the Verification Document Editor. The Document Editor contains generic Notice Templates, which are used to produce 'Change of Benefits' letters and 'Notice of Verification' letters.

- Random or Focused Sampling is available
- Applications selected for verification automatically expire on a user-defined date *unless* the household responds. This date may be adjusted on a per household basis.
- Households may be excluded from a random or focused sampling pool. The pool is then re-sampled.
- A Sample includes only those household applications that are active as of October 31
- Directly Certified students are excluded from a sample
- Previously verified households are excluded
- Processing Verification responses produces Change of Benefits Notices
- Notices may be re-printed as needed
- Benefits changes are effective as per the Applications module Preferences 'Benefits Increase Days' and 'Benefits Decrease Days'. Default Preference Values must be evaluated before initiating the Verification process – these Values control when a Decrease or Increase in Benefits takes place.
- New Account Status records are inserted into each Household Student's Account. Effective and Expire dates reflect Change of Benefits (No Change, Increase or Decrease in Benefits)
- Notices are based upon user-definable templates (generic templates are present in English and Spanish)

## Summary of Steps

- Step 1 Evaluate Generic Letter Templates
- Step 2 Evaluate Default Values - Applications Module Preferences - Benefits Increase / Benefits Decrease Days
- Step 3 Select Sampling Method
- Step 4 Select Sampling Pool
- Step 5 Commit & Initiate Verification Process
- Step 6 Print Notices of Verification
- Step 7 Evaluate Verification Responses
- Step 8 Print Verification Results Notices
- Step 9 Print the Verification Report
- Additional Features:
  - Re-print an individual Notice
  - Change / Extend a Deadline Date for a household
  - Verification 'Tips' feature

## The Process

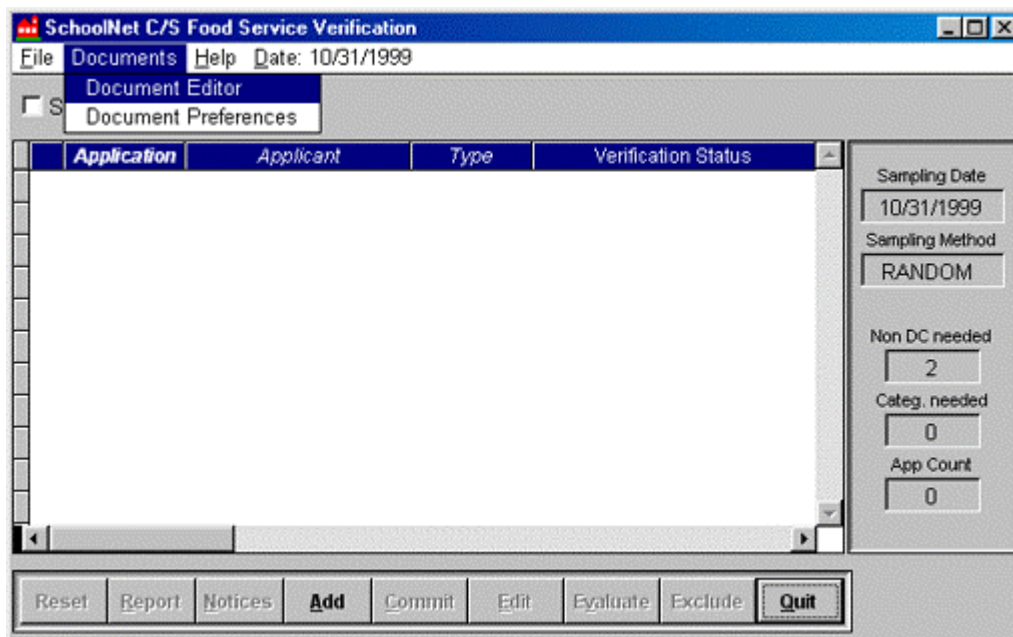
From the Food Services main menu, click on the **Eligibility** button, and then click the **Verification** button.



*Food Service Eligibility menu*

### STEP 1: EVALUATE GENERIC LETTER TEMPLATES

Generic templates are provided with the Verification module. These templates must be customized to reflect correct contact names, phone numbers, addresses, etc. The appearance and contents may be modified if desired.



*Verification screen, Document menu*

- 1 Open the **Document** menu and select **Document Editor**.

**SchoolNet C/S Letters & Labels editor for Eligibility Verification**

Description: Benefits Increased    Documents for: Applications  
 Doc. Group: Verification Notices    Use this data: Verification Mailmerge  
☐ Document tracking    Print to form: Verification Notices

Add   Remove   1 of 1   English   Merge Field...

Title   Letter   Footer

<districtname>  
**Notification of Change of Free/Reduced price Meal Benefits**

Document Segment 1 of 3   Font=Arial   Size=12   Style=Bold   Align=Center

List   Delete   Edit   New   Save   Quit

*Verification Document Editor*

- 2 Click the **List** button to show available Notice templates.
- 3 Highlight the document template to be evaluated.
- 4 Click the **Select** button to load that template.

**SchoolNet C/S List**

Document group	Entity	Description	Doc count
Verification Notices	Applications	Benefits Increased	1
Verification Notices	Applications	Benefits Reduced	1
Verification Notices	Applications	Benefits Terminated	1
Verification Notices	Applications	No change in Benefits	1
Verification Notices	Applications	No Response	1
Verification Notices	Applications	Verification Notice	2

Select   Cancel

*Verification Document Editor, List document templates*

- 5 Click the **Edit** button
- 6 Evaluate and Modify letter template

Please refer to the SchoolNet web documentation, Reports, Food Service Eligibility Letters & Labels, Document Editor, Multiple Segment Documents for complete editing procedures

### Verification Letter Template Components

The **Title** tab:

#### *Verification Notice Title tab*

Merge fields and text present on the Title tab print at the head of the Notice. A generic template contains the merge field for the **District Name**, and the text 'Verification of Eligibility Notice'.

To change the Merge Field –

The **Letter** tab:

**SchoolNet C/S Letters & Labels editor for Eligibility Verification**

Description: Verification Notice  
 Documents for: Applications  
 Doc. Group: Verification Notices  
 Use this data: Verification Mailmerge  
☐ Document tracking  
 Print to form: Verification Notices

Add Remove 1 of 2 English Merge Field...

Title Letter Footer

<today>  
 <firstname> <lastname>  
 <homeaddr1>  
 <homecity>, <homestate> <homezip>

<districtname> is required by the U.S. Department of Agriculture to make sure that only eligible children receive free or reduced price meal benefits. A random sample of applications for free and reduced price meal benefits has been selected to be verified. Selected households have to show information and/or documents which prove they are eligible for free or reduced price meal benefits.

Your household's application was among those chosen to be verified. You must therefore: 1) Furnish social security numbers for all household members over 21, or report 'None', and 2) Send or bring to the school information or documents which prove your household's income for the prior full month. (Income documents could include all pay stubs, a letter or statement written on letterhead stationery from the company or private individual for which you work.) See the attached sheet for types of acceptable documents.

If you receive Family Employment Program (FEP) or Food Stamps, you only have to give us information and documents that prove you are currently participating in these programs. You may use your Food Stamp Certification Notice, a letter from the Food Stamp Office written on their office stationery stating that you currently receive food stamps, or any other documents that will prove you currently receive benefits. If you are no longer eligible for these programs, you may submit household size and income information with supporting evidence to establish continued meal eligibility.

If you DO NOT furnish acceptable documentation by <expdate1> that proves your children are eligible to receive meal benefits, the benefits will be terminated. This date is the deadline to return all information to the school or district office for examination. Failure to respond will cause termination of all meal benefits after <expdate1>.

Please send or bring this information to:

Document Segment 2 of 3 Font=Arial Size=10 Style=Regular Align=Left

List Delete Done New Save Quit

#### **Verification Notice Letter tab**

Merge Fields and text present on the Letter Tab comprise the body of the Notice. Merge fields may be moved, changed, added and deleted. Text is modified using standard text editing techniques (copy, paste, cut etc.).

Make certain that specific names are correct, such as the district contact/response person. Also verify response phone numbers and addresses. Generic templates contain 'XXX' for names and phone numbers, and uses ' \_\_\_\_\_ ' as space holders for district/response addresses.



The **Footer** tab:

SchoolNet C/S Letters & Labels editor for Eligibility Verification

Description: Verification Notice Documents for: Applications  
Doc. Group: Verification Notices Use this data: Verification Mailmerge  
☐ Document tracking Print to form: Verification Notices

Add Remove 1 of 2 English Merge Field...

Title Letter Footer

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-7327 (TDD). To file a complaint, write the Secretary of Agriculture, U.S. Department of Agriculture, Washington, D.C. 20250, or call (202) 720-7327 (voice) or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

Document Segment 3 of 3 Font=Arial Size=9 Style=Regular Align=Left

List Delete Done New Save Quit

#### **Verification Notice Footer tab**

The **Footer** tab contains the current disclaimer required by Federal regulation. Examine this text to confirm that local and federal requirements are met. Use standard text editing procedures to make any changes.

- 5 Click the **Save** button to record any changes made to the current template.
- 6 Use the List button or VCR buttons to locate the next letter template. Repeat the above steps.
- 7 Click the **Quit** button when the contents of all letter templates have been examined and customized.

## STEP 2: CHANGE OF BENEFITS INCREASE / DECREASE DAYS

### Change of Benefits:

How a 'Change of benefits' affects a household is controlled by both local and federal policy. When an increase in benefits occurs, federal policy requires that it be placed into effect within three days. The increase may go into effect sooner, depending on local policy. Likewise, when a decrease or loss of benefits occurs, federal policy requires a minimum of ten days before the change goes into effect. Local policy may grant a longer extension.

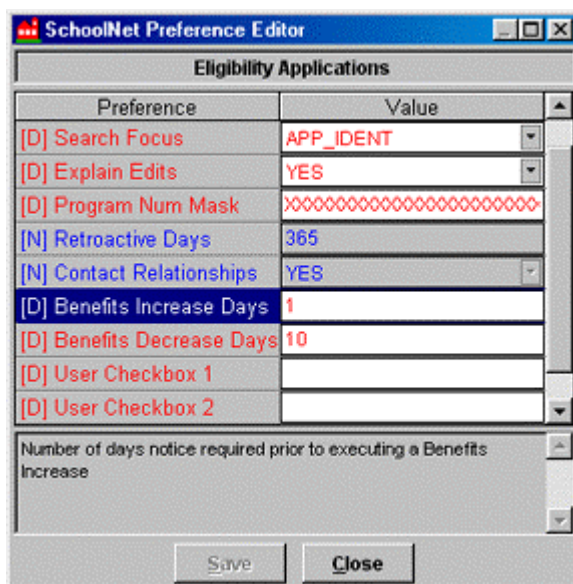
Benefits Increase and Decrease Days are controlled by Application module Preferences. These preference values must be in place before initiating the verification process.

#### Default Preference Values:

Benefits Increase Days: 1  
Benefits Decrease Days: 10

### To Set Application Module Benefits Increase / Decrease Days:

- 1 Open the Eligibility Applications module
- 2 Open the **File** menu
- 3 Select Preferences



The screenshot shows the 'SchoolNet Preference Editor' window with the 'Eligibility Applications' tab selected. The window contains a table with two columns: 'Preference' and 'Value'. The 'Benefits Increase Days' preference is highlighted in blue and set to '1'. The 'Benefits Decrease Days' preference is set to '10'. Other preferences include 'Search Focus' (APP\_IDENT), 'Explain Edits' (YES), 'Program Num Mask' (XXXXXXXXXXXXXXXXXXXXXXXXXXXX), 'Retroactive Days' (365), 'Contact Relationships' (YES), 'User Checkbox 1', and 'User Checkbox 2'. At the bottom, there is a text area for 'Number of days notice required prior to executing a Benefits Increase' and 'Save' and 'Close' buttons.

Preference	Value
[D] Search Focus	APP_IDENT
[D] Explain Edits	YES
[D] Program Num Mask	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
[N] Retroactive Days	365
[N] Contact Relationships	YES
[D] Benefits Increase Days	1
[D] Benefits Decrease Days	10
[D] User Checkbox 1	
[D] User Checkbox 2	

Number of days notice required prior to executing a Benefits Increase

Save Close

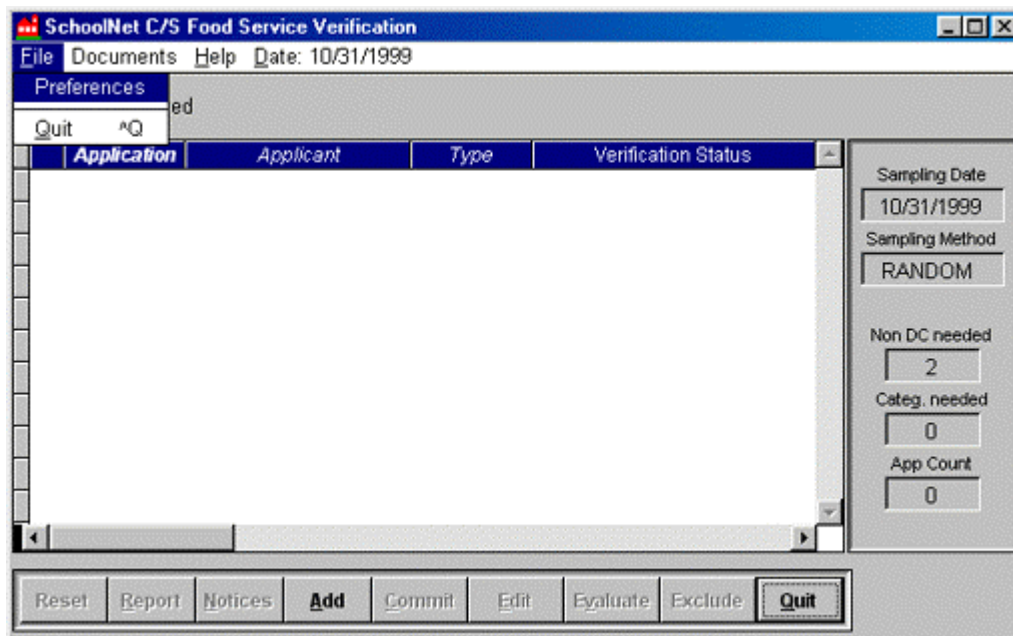
*Application module Preferences Editor*



- 4 Select the **Value** field for the 'Benefits Increase Days' preference and type the numerical value. Repeat for 'Benefits Decrease Days'.
- 5 Click on **Save**
- 6 Click on **Close**

## STEP 3: SELECT SAMPLING METHOD

- 1 Open the Verification **File** menu and select **Preferences**.



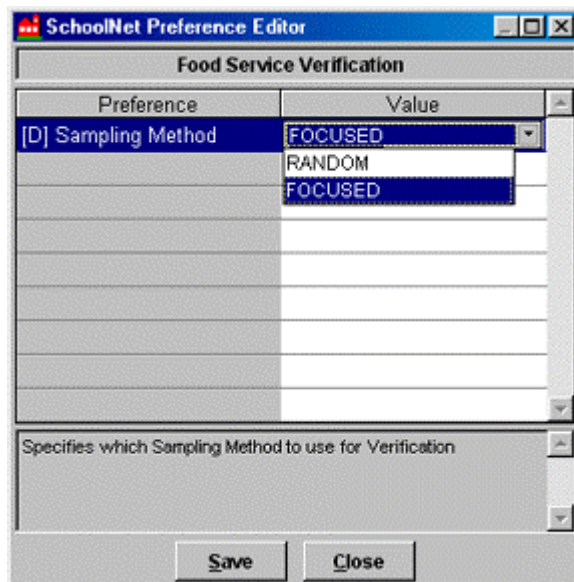
*Verification, File menu*

2 Set Preference Value

Each sampling method strictly adheres to Federal requirements and procedures. Focused Sampling produces a smaller sampling pool. Directly Certified students are excluded from samples.

Sampling methods may be changed and new sampling pools retrieved (**Reset** button) up until Verification is *Committed* (**Commit** button).

- 1 Click on the **Value** field to open the pop-up list and select a sampling method.
- 2 Click on **Save**.
- 3 Click on **Close**.



**Verification Preferences Editor**

**Random Sampling –**

- 1 The total number of all approved applications on file on October 31 (both income and categorical).
- 2 Multiply by .03.
- 3 Decimals rounded upward.
- 4 Result compared to '3,000'. Sample size is lesser number but is at least '1'.
- 5 Sample is randomly selected from all approved applications on file on October 31 (both income and categorical).

## Focused Sampling –

### Income-based Applications

- 1 The total number of all approved applications on file on October 31 (both income and categorical).
- 2 Multiply by .01.
- 3 Decimals rounded upward.
- 4 Result compared to '1,000'. Sample size is lesser number.
- 5 Sample selected from income-based applications with monthly incomes within \$100.00 or annual income within \$1,200.00 of the income eligibility limits.

## Plus –

### Categorically Approved Applications

- 6 The total number of categorically approved applications on file on October 31.
- 7 Multiply by '.005'.
- 8 Decimals rounded upward.
- 9 Result compared to '500'. Sample size is lesser number.

## STEP 4: SELECT SAMPLING POOL

The Verification screen contains additional fields that are not displayed when the module is first opened. To display these fields, click on and hold the right side of the window, then drag right to expand the display until the 'COB Notice' column is visible (see figure below).

- 1 Click the **Add** button

The screenshot shows a Windows-style application window titled "SchoolNet C/S Food Service Verification". The menu bar includes "File", "Documents", "Help", and "Date: 10/31/1999". Below the menu bar is a checkbox labeled "Show Excluded". The main area is a table with columns: "Application", "Applicant", "Type", "Verification Status", "Effective", "Vty Notice", and "COB Notice". The table is currently empty. To the right of the table is a panel with several input fields: "Sampling Date" (10/31/1999), "Sampling Method" (RANDOM), "Non DC needed" (31), "Categ. needed" (0), and "App Count" (0). At the bottom of the window is a row of buttons: "Reset", "Report", "Notices", "Add", "Commit", "Edit", "Evaluate", "Exclude", and "Quit".

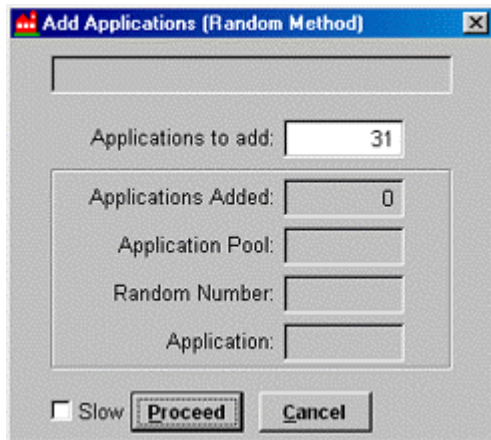
*Expanded Verification screen*

2 Evaluate the pre-calculated sampling size

The size of the sampling pool conforms to the minimum number of applications that Federal policy requires for this sampling method. This number may be adjusted if a larger number of applications are to be verified.

**To change the number of 'Applications to add:' – Random Sampling Method Only**

Focus defaults to this text field. Retype the text and press **Tab** or **Enter**.



**Add Applications (Random Method)**

Applications to add: 31

Applications Added: 0

Application Pool:

Random Number:

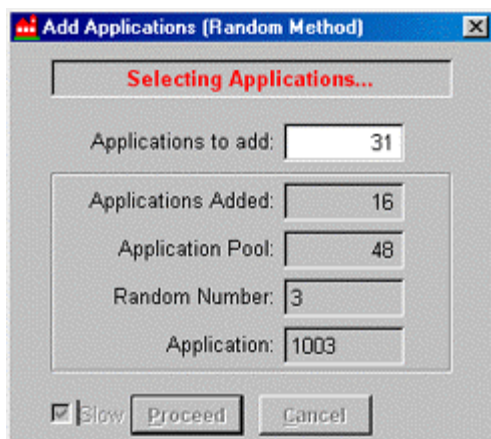
Application:

☐ Slow **Proceed** Cancel

*Verification Add Applications (Add button)*

3 Click the **Proceed** button.

The status of the random selection is displayed while the pool is being retrieved. This happens very quickly. If you wish to view the selection during retrieval, place a checkmark in the '**Slow**' box (see figure below).



**Add Applications (Random Method)**

Selecting Applications...

Applications to add: 31

Applications Added: 16

Application Pool: 48

Random Number: 3

Application: 1003

☒ Slow **Proceed** Cancel

*Slow feature enabled*

#### 4 Evaluate the Sampling Pool

The Applications selected for Verification are now displayed. Examine the selections to determine if you wish to exclude any households from the verification process due to special circumstances.

Previously verified households are automatically excluded.

Application	Applicant	Type	Verification Status	Effective	Vfy Notice	COB Notice
1002	Hernandez, Yvone	Income	<Selected for Verification>			
1004	Alaniz, Yvone	Income	<Selected for Verification>			
1008	Baez, Ana Ma.	Categ.	<Selected for Verification>			
1010	Alaniz, Pricilla	Categ.	<Selected for Verification>			
2001	Aguilar, Maricarmen	Income	<Selected for Verification>			
2005	Bolanos, Cuca	Income	<Selected for Verification>			
2020	Coppinger, Jennie	Income	<Selected for Verification>			
2113	Zapeda, Donelle	Income	<Selected for Verification>			
2114	Herron, Kimberley	Split	<Selected for Verification>			
2116	Salas, Steve/kin	Income	<Selected for Verification>			
2117	Velazquez, Paulette	Categ.	<Selected for Verification>			

*Applications identified for verification*

#### Sort display by Application, Applicant or Type

How the applications are displayed may be adjusted. Click in the 'blue' Application, Applicant or Type column header to sort display by that category, ascending order.

Application	Applicant	Type	Verification Status	Effective	Vfy Notice	COB Notice
1010	Alaniz, Pricilla	Categ.	Exclude from Verification			

#### 5 To Exclude a Household Application from the Verification process

- 1 Click on the row containing the application.
- 2 Click on the **Exclude** button.

**SchoolNet C/S Food Service Verification**  
 File Documents Help Date: 10/31/1999

☐ Show Excluded

Application	Applicant	Type	Verification Status	Effective	Vty Notice	COB Notice
1002	Hernandez, Yvone	Income	<Selected for Verification>			
1004	Alaniz, Yvone	Income	<Selected for Verification>			
1008	Baez, Ana Ma.	Categ.	<Selected for Verification>			
1010	Alaniz, Pricilla	Categ.	<Selected for Verification>			
2001	Aguilar, Maricarmen	Income	<Selected for Verification>			
2005	Bolanos, Cuca	Income	<Selected for Verification>			
<input checked="" type="checkbox"/> 2020	Coppinger, Jennie	Income	<b>Exclude from Verification</b>			
2113	Zapeda, Donelle	Income	<Selected for Verification>			
2114	Herron, Kimberley	Split	<Selected for Verification>			
2116	Salas, Steve/kin	Income	<Selected for Verification>			
2117	Velazquez, Paulette	Categ.	<Selected for Verification>			

Sampling Date: 10/31/1999  
 Sampling Method: RANDOM  
 Non DC needed: 31  
 Categ. needed: 0  
 App Count: 30

Reset Report Notices Add Commit Edit Evaluate **Exclude** Quit

### *Exclude an application from verification*

#### 6 To Re-include an Excluded application

- 1 The 'Show Excluded' checkbox must contain a checkmark to allow display of excluded Applications.
- 2 Click on the 'Excluded' application to select it.
- 3 Click on the **Include** button. The **Exclude** button converts to **Include** when an excluded application is selected.

#### 7 To Add Applications to the Pool to Compensate for Excluded Applications

If you have chosen to exclude some applications the size of the sampling pool is no longer valid. Additional applications must be selected. The status of the verification sample is displayed in fields at the right of the screen. As applications are excluded from the sample, the '**App Count**' adjusts accordingly. '**Categ. needed**' remains '0' when Random Sampling is in use.

Sampling Date: 10/31/1999  
 Sampling Method: RANDOM  
 Non DC needed: 31  
 Categ. needed: 0  
 App Count: 31

### *Sampling Pool status*



- 1 Click the **Add** button (Verification main screen) to display the **Add Applications** screen
- 2 The number of applications required for this sampling method is shown in the '**Applications to add:**' field.
- 3 Click the **Proceed** button. The correct number of supplemental applications will be added to the sampling pool.

At this stage of the Verification process all actions are proposed – that is, the Reset button may be used to clear the sampling pool, the sampling method may be changed as desired, replacement sampling pools may be retrieved, and applications may be excluded and included at will.

The **Commit** button **locks** the Sampling Method and currently selected Applications into the Verification process. From **Commit** forward changes to the method and the sampling pool are not permitted.

## STEP 5: COMMIT & INITIATE VERIFICATION PROCESS

- All applications in the verification sample are expired.
- This 'mass expiration date' is user-definable and is assigned as part of the 'Commit' process.
- This expiration date may be adjusted later for individual applications.
- If a household fails to respond by the Deadline Date the application is allowed to expire and the student(s) revert to 'Paid' status.

Application	Applicant	Type	Verification Status	Effective	Vty Notice	COB Notice
1002	Hernandez, Yvone	Income	<Selected for Verification>			
1004	Alaniz, Yvone	Income	<Selected for Verification>			
1008	Baez, Ana Ma.	Categ.	<Selected for Verification>			
1010	Alaniz, Pricilla	Categ.	<Selected for Verification>			
2001	Aguilar, Maricarmen	Income	<Selected for Verification>			
2005	Bolanos, Cuca	Income	<Selected for Verification>			
2020	Coppinger, Jennie	Income	Exclude from Verification			
2113	Zapeda, Donelle	Income	<Selected for Verification>			
2114	Herron, Kimberley	Split	<Selected for Verification>			
2116	Salas, Steve/kim	Income	<Selected for Verification>			
2117	Velazquez, Paulette	Categ.	<Selected for Verification>			

Sampling Date: 10/31/1999  
Sampling Method: RANDOM  
Non DC needed: 31  
Categ. needed: 0  
App Count: 30

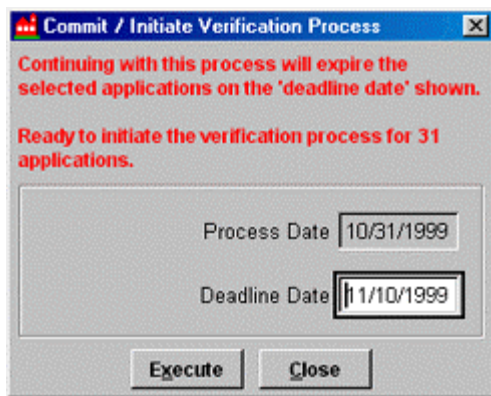
Buttons: Reset, Report, Notices, Add, Commit, Edit, Evaluate, Exclude, Quit

*Verification screen, Commit button*

- 1 Click the **Commit** button.
- 2 Edit the default **Deadline Date** – The **Deadline Date** defaults to the System Date plus ten days.

### To change the Deadline Date

- 1 Double-click on the **Deadline Date** field.
- 2 Select a date from the pop-up calendar.
- 3 Click the **Select** button.
- 3 Click the **Execute** button.
- 4 Click the **Close** button.



*Commit and Initiate Verification Process*

## STEP 6: PRINT VERIFICATION NOTICES

Notifying households is the next step in the Verification process. The Verification Notice template provided with this module includes 'Notice of Loss of Benefits' text if the household fails to respond by the deadline date. A 'No Response' template is also available to notify households of loss of benefits due to failure to respond.

### Recommended:

**Document Preferences** may be set to define a specific letter to use for each verification result. Setting Document Preferences is optional, however doing so eliminates the possibility of using an incorrect template.

If Document Preferences remain UNSET, then all document templates are presented for selection when printing a Notice.

To set Document Preferences:

- 1 Open the **Documents** menu
- 2 Select **Document Preferences**
- 3 Click on the **Value** field to open the pop-up list.
- 4 Select a specific template to print for each type of Notice.
- 5 Click **Save**, then **Close**.

**SchoolNet Preference Editor**

**Food Service Verification**

Preference	Value
[D] Notice-Verification	Verification Notice
[D] Notice-Terminated	Benefits Terminated
[D] Notice-Reduction	Benefits Reduced
[D] Notice-Increase	Benefits Increased
[D] Notice-No Change	No change in Benefits
[D] Notice-No Response	No Response

Specifies the Document to be used for the 'Reduction of Benefits' Notice

Save Close

#### Verification Document Preferences

A 'Printer' icon by an application indicates an unprinted Notice. This icon is removed when a notice has been printed for the application. Notices are printed in batch runs, however individual notices may be re-printed as needed.



**SchoolNet C/S Food Service Verification**

File Documents Help Date: 10/31/1999

☐ Show Excluded

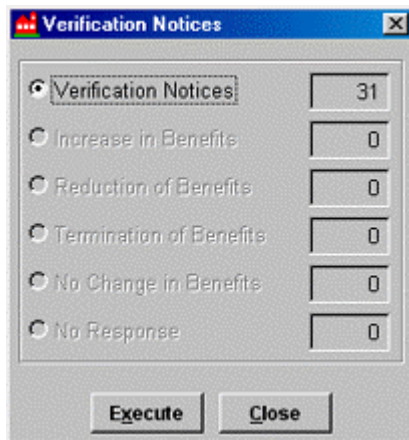
Application	Applicant	Type	Verification Status	Effective	Vfy Notice	COB Notice
1001	Acosta, Lorena	Income	No Response	11/11/1999		
1002	Hernandez, Yvone	Income	No Response	11/11/1999		
1003	Alaniz, Charlene	Income	No Response	11/11/1999		
1004	Alaniz, Yvone	Income	No Response	11/11/1999		
1005	Duncan, Kelley	Income	No Response	11/11/1999		
1009	Banos, Vernon	Income	No Response	11/11/1999		
2004	Ortega, Rosemarie	Income	No Response	11/11/1999		
2006	Borrego, Julioelvia	Split	No Response	11/11/1999		
2010	Calderon, Letha	Income	No Response	11/11/1999		
2112	Marin, Martell &	Income	No Response	11/11/1999		
2113	Zapeda, Donelle	Income	No Response	11/11/1999		

Sampling Date: 10/31/1999  
Sampling Method: RANDOM  
Non DC needed: 31  
Categ. needed: 0  
App Count: 31

Reset Report Notices Add Commit Edit Evaluate Exclude Quit

#### Applications Committed to Verification

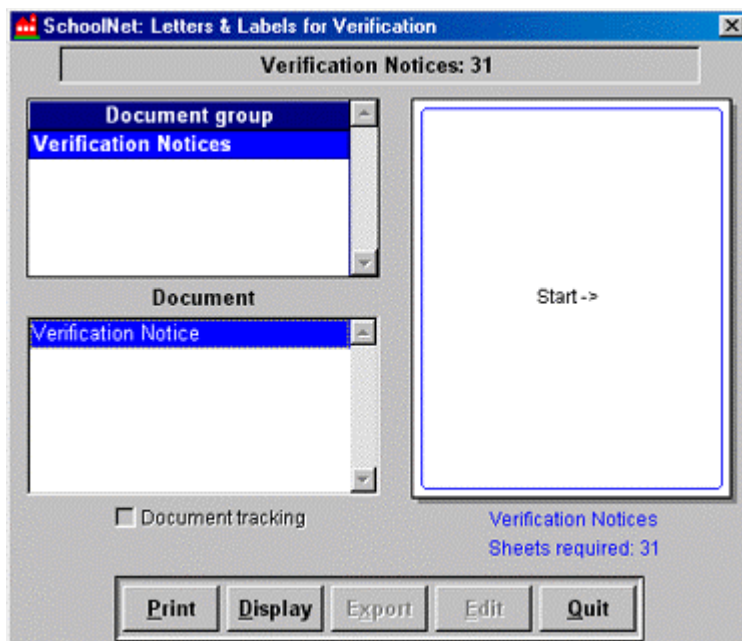
- 1 Click the **Notices** button
- 2 Click the radio button by the type of Notices to print. Only Application Notices ready to print are available.
- 3 Click the **Execute** button



*Verification Notice button, select Notice to print*

- 4 Click **Display** to evaluate a Notice format using live data. Click **Print** to proceed with printing Notices for all applications qualifying for this type of notice.
- 5 Click **Quit** when finished.

In the figure below, a Document Preference has been set for this type of Notice. Consequently, only that Document is presented for print selection. UNSET Preferences result in all Documents being displayed for selection.



## Grand River School District Verification of Eligibility Notice

11/18/1999

Munoz Arballo  
803 Teague Drive  
Homer, AK 99060

Grand River School District is required by the U.S. Department of Agriculture to make sure that only eligible children receive free or reduced price meal benefits. A random sample of applications for free and reduced price meal benefits has been selected to be verified. Selected households have to show information and/or documents which prove they are eligible for free or reduced price meal benefits.

Your household's application was among those chosen to be verified. You must therefore: 1) Furnish social security numbers for all household members over 21, or report 'None', and 2) Send or bring to the school information or documents which prove your household's income for the prior full month. (Income documents could include all pay stubs, a letter or statement written on letterhead stationery from the company or private individual for which you work.) See the attached sheet for types of acceptable documents.

If you receive Family Employment Program (FEP) or Food Stamps, you only have to give us information and documents that prove you are currently participating in these programs. You may use your Food Stamp Certification Notice, a letter from the Food Stamp Office written on their office stationery stating that you currently receive food stamps, or any other documents that will prove you currently receive benefits. If you are no longer eligible for these programs, you may submit household size and income information with supporting evidence to establish continued meal eligibility.

If you DO NOT furnish acceptable documentation by 11/20/1999 that proves your children are eligible to receive meal benefits, the benefits will be terminated. This date is the deadline to return all information to the school or district office for examination. Failure to respond will cause termination of all meal benefits after 11/20/1999.

Please send or bring this information to:

\_\_\_\_\_  
\_\_\_\_\_

If you have any questions, or if you need help, please contact:

\_\_\_\_\_  
\_\_\_\_\_

You will be notified of the results of this verification process.

Sincerely,

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-7327 (TDD). To file a complaint, write the Secretary of Agriculture, U.S. Department of Agriculture, Washington, D.C. 20250, or call (202) 720-7327 (voice) or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

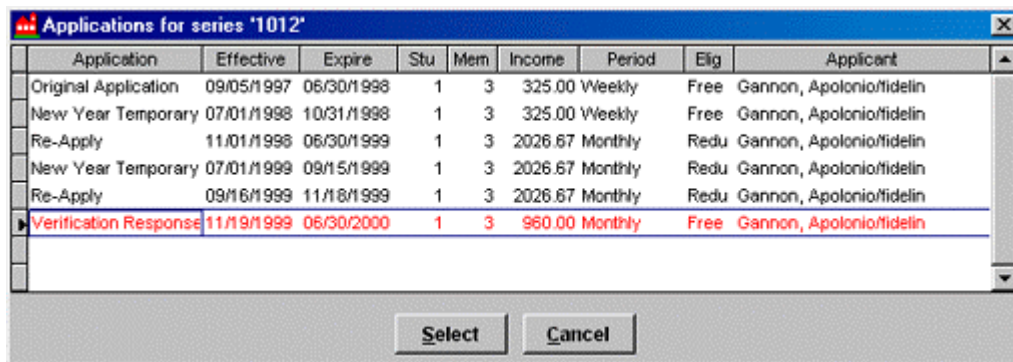


## STEP 7: EVALUATE VERIFICATION RESPONSES

The next step in the Verification process is to evaluate household responses. Responses are evaluated by processing the submitted information using a 'Verification Response' application. This Response application contains all the household information present on the verified application. Evaluating a response consists of entering any changes in household information and then calculating the Verification Response application.

Calculation creates a 'Change of Benefits' status for the household, which may be 'No change of benefits', 'Increase in benefits', 'Decrease in benefits', or 'Loss of benefits'. 'Change of benefits' status is derived by comparing the status of the verified application with evaluation results.

When a Verification Renewal Application is saved, it is inserted into the *Application Series* for that household. An Account Status record for that pay-type is inserted into each student's Account.



Application	Effective	Expire	Stu	Mem	Income	Period	Elig	Applicant
Original Application	09/05/1997	06/30/1998	1	3	325.00	Weekly	Free	Gannon, Apolonio/fidelin
New Year Temporary	07/01/1998	10/31/1998	1	3	325.00	Weekly	Free	Gannon, Apolonio/fidelin
Re-Apply	11/01/1998	06/30/1999	1	3	2026.67	Monthly	Redu	Gannon, Apolonio/fidelin
New Year Temporary	07/01/1999	09/15/1999	1	3	2026.67	Monthly	Redu	Gannon, Apolonio/fidelin
Re-Apply	09/16/1999	11/18/1999	1	3	2026.67	Monthly	Redu	Gannon, Apolonio/fidelin
Verification Response	11/19/1999	06/30/2000	1	3	960.00	Monthly	Free	Gannon, Apolonio/fidelin

*Eligibility Applications module, Application Series*

### Change of Benefits:

#### Reminder:

Benefits Increase and Decrease Days are controlled by **Application module Preferences**. Default values will be used unless new values are entered. New Preference Values must be in place before household responses are evaluated.

#### Notice that:

- 1 All applications are now assigned the Verification Status '**No response**'. When a household application is evaluated, the 'No Response' status changes per the evaluation.
- 2 The 'printer' icon has been removed. The absence of the 'printer' icon indicates that a Notice is not currently pending for an application.
- 3 The **Effective Date** for all households is the day after the Deadline Date (as present in the **Commit** screen). Since all households are 'No Response' at this point in the verification process, all applications selected for verification have been expired on the Deadline Date. If a household continues as 'No Response', their 'Loss of Benefits' status begins on this Effective Date.
- 4 The 'VFY Notice' column now contains a date, indicating that Verification Notices have been printed for all applications selected for verification.

To evaluate a Household Verification response:

- 1 Confirm that the **System Date** is the date you wish to use as the default **App** (processing) date.
- 2 Select (click on) an application. The **Evaluate** button is enabled when an application is selected.

Application	Applicant	Type	Verification Status	Effective	Vfy Notice	COB Notice
1001	Acosta, Lorena	Income	No Response	11/21/1999	10/31/1999	
1003	Alaniz, Charlene	Income	No Response	11/21/1999	10/31/1999	
1004	Alaniz, Yvone	Income	No Response	11/21/1999	10/31/1999	
1006	Alonzo, Sandra	Income	No Response	11/21/1999	10/31/1999	
<b>1007</b>	<b>Thomas, Michaeltina</b>	<b>Income</b>	<b>No Response</b>	<b>11/21/1999</b>	<b>10/31/1999</b>	
1008	Beez, Ana Ma.	Categ.	No Response	11/21/1999	10/31/1999	
1009	Banos, Vernon	Income	No Response	11/21/1999	10/31/1999	
1011	Bell, Tammie	Income	No Response	11/21/1999	10/31/1999	
1012	Gannon, Apolonio/fidelin	Income	No Response	11/21/1999	10/31/1999	
1013	Castaneda, Jeanine	Categ.	No Response	11/21/1999	10/31/1999	
1014	Ramirez, Susan	Income	No Response	11/21/1999	10/31/1999	

Sampling Date: 10/31/1999  
 Sampling Method: RANDOM  
 Non DC needed: 31  
 Categ. needed: 0  
 App Count: 31

Reset Report Notices Add Commit Edit Evaluate Exclude Quit

*Application selected to Evaluate household response*

- 3 Click the **Evaluate** button. A duplicate *Renewal Application* is created. All data is retained.

### ***Verification Renewal Application***

About the *Verification Renewal Application* screen:

#### **App Date –**

- Today's Date
- The **processing date** from which Increase/Decrease of Benefits is calculated.
- This date may be edited

#### **For Period –**

- The Effective Date of this Verification Renewal Application.
- The Effective Date will change to reflect Increase/Decrease in Benefits.

#### **Free/Reduced Benefits –**

- Defaults to 'No Change in Benefits', since the Renewal Application is a duplicate of the original.
- Remains 'No Change in Benefits' until Calculation. Benefits then reflect calculation results.

4 Compare the household's response with the Renewal Application.

### No change in information –

Click the **Save** button. The Verification Renewal Application is saved and the system returns to the main Verification screen. As shown in the figure below, the household's Verification Status is now 'No change in benefits', and a 'printer' icon is present for that application.

Application	Applicant	Type	Verification Status	Effective	Vfy Notice	COB Notice
1001	Acosta, Lorena	Income	No Response	11/21/1999	10/31/1999	
1003	Alaniz, Charlene	Income	No Response	11/21/1999	10/31/1999	
1004	Alaniz, Yvone	Income	No Response	11/21/1999	10/31/1999	
1006	Alonzo, Sandra/Tray	Income	No Response	11/21/1999	10/31/1999	
1007	Thomas, Michael/Mina	Income	No change in benefits	11/21/1999	10/31/1999	
1008	Beez, Ana Ma.	Categ.	No Response	11/21/1999	10/31/1999	
1009	Banos, Vernon	Income	No Response	11/21/1999	10/31/1999	
1011	Bell, Tammie	Income	No Response	11/21/1999	10/31/1999	
1012	Gannon, Apolonio/Fidelin	Income	No Response	11/21/1999	10/31/1999	
1013	Castaneda, Jeanine	Categ.	No Response	11/21/1999	10/31/1999	
1014	Ramirez, Susan	Income	No Response	11/21/1999	10/31/1999	

Sampling Date: 10/31/1999  
Sampling Method: RANDOM  
Non DC needed: 31  
Categ. needed: 0  
App Count: 31

Reset Report Notices Add Commit Edit Evaluate Exclude Quit

*Evaluated Verification response, no change in benefits*

### Household information has changed –

- 1 Enter the changes using the Verification Renewal Application (Students, Applicant, Household Members, and/or Income).
- 2 Click Calculate
- 3 Evaluate Free/Reduced Benefits status
- 4 Confirm 'For Period' effective date per Increase, Decrease status - change if desired. An altered date changes to **red** (including dates automatically changed to reflect change of benefits).

**Verification Renewal Application**

Application Series: 1011    Application: New record    Type: Verification Response    Status: Active

App Date: 11/12/1999    For Period: 11/22/1999    06/30/2000

**Free/Reduced Benefits:** Terminated (Redu > Paid)

☒ Signature

Household Students    Applicant    Household Members    Notes / Memos

School	Ident	Student Name	Pay-type	Program	Program Number	Fost	Income
102	4990	Bell, Philip	Paid	<Income elig>			0.00

**Add**    **Delete**

Income: 600.00    Pay Period: Weekly    HH Size: 3    Income Elig: Paid    Approval: Denied-Income over limit    App Type: Income    Pay type: Paid

Navigation: << Notices Find List Cancel New ReApply Calculate Save Quit >>

### Verification Renewal application, Reduction/Loss of Benefits

- 5 Click **Save**. The Verification Renewal Application is saved and the system returns to the main Verification screen. As shown in the figure below, the household's Verification Status is now 'Terminated (Redu>Paid)', and a 'printer' icon is present for that application.



**SchoolNet C/S Food Service Verification**  
File Documents Help Date: 11/12/1999

☐ Show Excluded

Application	Applicant	Type	Verification Status	Effective	Vfy Notice	COB Notice
1001	Acosta, Lorena	Income	No Response	11/21/1999	10/31/1999	
1003	Alaniz, Charlene	Income	No Response	11/21/1999	10/31/1999	
1004	Alaniz, Yvone	Income	No Response	11/21/1999	10/31/1999	
1006	Alonzo, Sandra Kay	Income	No Response	11/21/1999	10/31/1999	
1007	Thomas, Michael Tina	Income	No change in benefits	11/21/1999	10/31/1999	
1008	Baez, Ana Ma.	Categ.	No Response	11/21/1999	10/31/1999	
1009	Banos, Vernon	Income	No Response	11/21/1999	10/31/1999	
1011	Bell, Tammie	Income	Terminated (Redu > Paid)	11/22/1999	10/31/1999	
1012	Gannon, Apolonio Fidelin	Income	No Response	11/21/1999	10/31/1999	
1013	Castaneda, Jeanine	Categ.	No Response	11/21/1999	10/31/1999	
1014	Ramirez, Susan	Income	No Response	11/21/1999	10/31/1999	

Sampling Date: 10/31/1999  
Sampling Method: RANDOM  
Non DC needed: 31  
Categ. needed: 0  
App Count: 31

Reset Report Notices Add Commit Edit Evaluate Exclude Quit

*Evaluated Verification response, Terminated*

## STEP 8: PRINT VERIFICATION RESULTS NOTICES

Notifying households of Verification results is the final step in the Verification process.

A 'Printer' icon by an application indicates a Notice is due. This icon is removed when a notice has been printed for the application. Notices are printed in batch runs, however individual notices may be re-printed as needed.



**SchoolNet C/S Food Service Verification**  
File Documents Help Date: 11/18/1999

☐ Show Excluded

Application	Applicant	Type	Verification Status	Effective	Vfy Notice	COB Notice
1001	Acosta, Lorena	Income	No Response	11/21/1999	10/31/1999	
1003	Alaniz, Charlene	Income	No change in benefits	11/21/1999	10/31/1999	
1004	Alaniz, Yvone	Income	Reduction (Free > Redu)	11/28/1999	10/31/1999	
1006	Alonzo, Sandra Kay	Income	No change in benefits	11/21/1999	10/31/1999	
1007	Thomas, Michael Tina	Income	No change in benefits	11/21/1999	10/31/1999	
1008	Baez, Ana Ma.	Categ.	No Response	11/21/1999	10/31/1999	
1009	Banos, Vernon	Income	No change in benefits	11/21/1999	10/31/1999	
1011	Bell, Tammie	Income	Terminated (Redu > Paid)	11/22/1999	10/31/1999	
1012	Gannon, Apolonio Fidelin	Income	Increase (Redu > Free)	11/19/1999	10/31/1999	
1013	Castaneda, Jeanine	Categ.	No change in benefits	11/21/1999	10/31/1999	
1014	Ramirez, Susan	Income	No change in benefits	11/21/1999	10/31/1999	

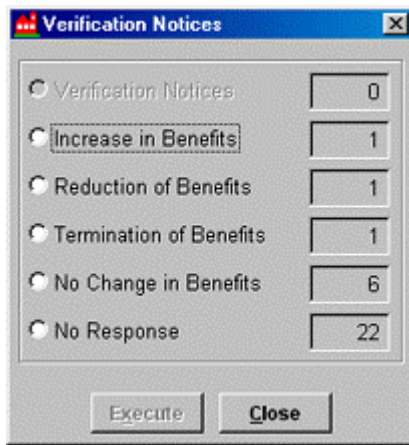
Sampling Date: 10/31/1999  
Sampling Method: RANDOM  
Non DC needed: 31  
Categ. needed: 0  
App Count: 31

Reset Report Notices Add Commit Edit Evaluate Exclude Quit

*Verification, print Notices*



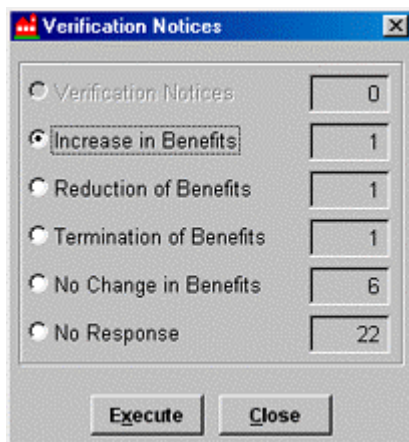
- 1 Click the **Notices** button to open the Verification Notices window.  
The categories of Notices available to print reflect the Verification Status of the applications.  
Each type of Notice displays the number of applications ready to receive that Notice.



*Verification Notice selection window*

- 2 Select a type of Notice by placing a checkmark in the radio button. Checkmarks are inserted by clicking on the radio button, or by using the up/down arrows to move to a Notice, then pressing the spacebar.

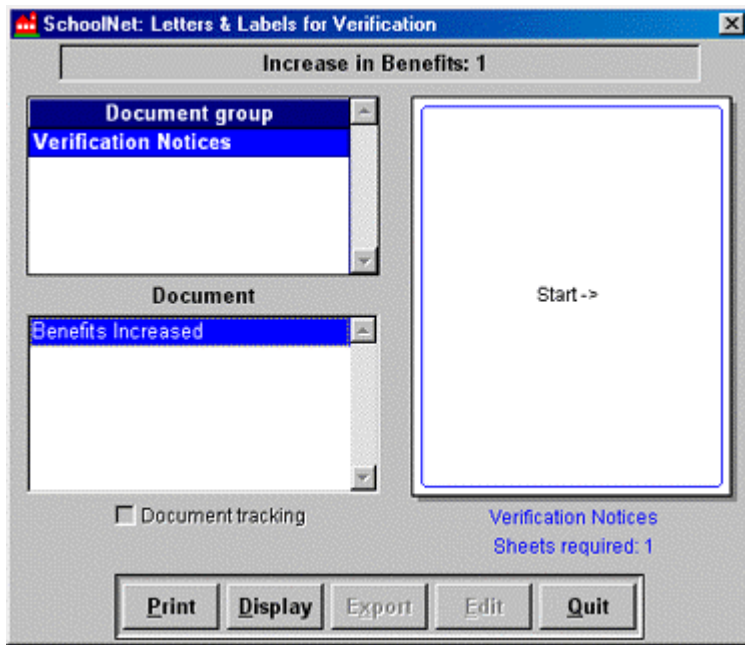
Notices are printed in batches by type.



*Select type of Notice to print*

- 3 Click the **Execute** button to open **Letters & Labels for Verification**.

If Document Preferences have been set, only the specified document template is presented for use. If Document Preferences remain Unset, all document templates are presented for use. The specific template for this printing run must be selected.



*Letters & Labels for Verification, Document Preferences set*

**Display –**

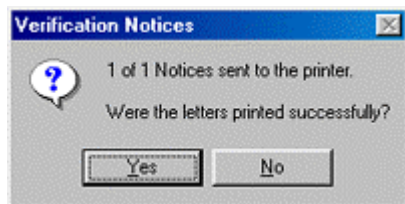
Click the **Display** button to view the letter using live data.

**Print –**

Click the **Print** button to proceed with printing all Notices for this printing run.

- 4 Click **Quit**

**Quit** (following **Print**) triggers a prompt to confirm the Notices printed successfully.



Select 'Yes' if the Notices printed successfully. Applications involved in this printing run are marked as 'Verification Process Complete'. No' disregards this batch-printing run.



Notice that the 'COB' column now has a date for this application, which indicates that a 'Change of Benefits' Notice has been printed on this date.

**SchoolNet C/S Food Service Verification**  
File Documents Help Date: 11/18/1999

☐ Show Excluded

Application	Applicant	Type	Verification Status	Effective	Vfy Notice	COB Notice
1001	Acosta, Lorena	Income	No Response	11/21/1999	10/31/1999	
1003	Alaniz, Charlene	Income	No change in benefits	11/21/1999	10/31/1999	
1004	Alaniz, Yvonne	Income	Reduction (Free > Redu)	11/28/1999	10/31/1999	
1006	Alonzo, Sandra/Tray	Income	No change in benefits	11/21/1999	10/31/1999	
1007	Thomas, Michael/Ana	Income	No change in benefits	11/21/1999	10/31/1999	
1008	Beez, Ana Ma.	Categ.	No Response	11/21/1999	10/31/1999	
1009	Benos, Vernon	Income	No change in benefits	11/21/1999	10/31/1999	
1011	Bell, Tamme	Income	Terminated (Redu > Paid)	11/22/1999	10/31/1999	
1012	Gannon, Apolonia/fidelin	Income	Increase (Redu > Free)	11/19/1999	10/31/1999	11/18/1999
1013	Castaneda, Jeanine	Categ.	No change in benefits	11/21/1999	10/31/1999	
1014	Ramirez, Susan	Income	No change in benefits	11/21/1999	10/31/1999	

Sampling Date: 10/31/1999  
Sampling Method: RANDOM  
Non DC needed: 31  
Categ. needed: 0  
App Count: 31

Reset Report **Notices** Add Commit Edit Evaluate Exclude Quit

*Completed Verification procedure, Application #1012*

### Grand River School District Notification of Change of Free and Reduced price Meal Benefits

11/18/1999

Dear Parent/Guardian:

As a result of our verification efforts, your eligibility for all children receiving Reduced price benefits has been changed to Free. Effective 11/19/1999, your child(ren) will receive meals at no cost.

Increase (Redu > Free)

Silver Birch Element Grade 2 Blaskey, Amanda Eileen Free

Sincerely,

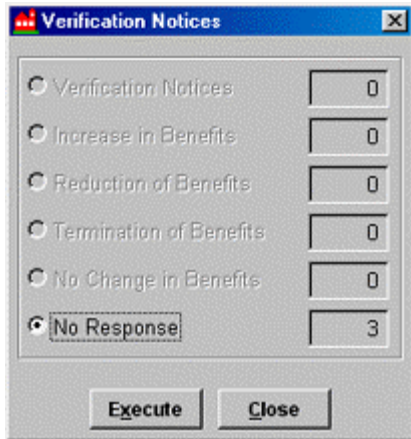
\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-7327 (TDD). To file a complaint, write the Secretary of Agriculture, U.S. Department of Agriculture, Washington, D.C. 20250, or call (202) 720-7327 (voice) or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

- 5 Repeat for remaining types of Notices. Notices may be printed throughout the Verification process as responses are received.

Defer printing 'No Response' Notices until the Deadline has been reached, then print notices for households that have failed to respond.



A screenshot of a Windows-style dialog box titled "Verification Notices". It contains a list of six categories with radio buttons and corresponding numeric input fields. The categories are: "Verification Notices" (0), "Increase in Benefits" (0), "Reduction of Benefits" (0), "Termination of Benefits" (0), "No Change in Benefits" (0), and "No Response" (3). The "No Response" category is selected with a radio button. At the bottom are "Execute" and "Close" buttons.

Category	Count
Verification Notices	0
Increase in Benefits	0
Reduction of Benefits	0
Termination of Benefits	0
No Change in Benefits	0
No Response	3

*All Notices but 'No Response' printed*

## STEP 9: PRINT THE VERIFICATION REPORT

- 1 Click the **Report** button
- 2 View the report
- 3 Exit through the 'door' icon



- 4 Select 'Yes' from the print screen to send the report to the printer.

**CHILD NUTRITION PROGRAMS  
VERIFICATION REPORT  
RANDOM SAMPLING**

Grand River School District	12/10/1999
District / Program	Date
1. Total number of Direct Certification INDIVIDUALS on file	0
2. Number of approved APPLICATIONS on file as of October 31 (excluding Direct Certification)	1025
3. Multiply the figure on line 2 by 0.03 (3 percent). (If this number has any decimals, round it up to the next whole number.) Compare this number to 3,000. The smaller number is the minimum number of applications that must be verified.	31
4. Selection method used for random sampling	Computer
5. Results of Verification:	
a. Total number of applications with no change in benefits	24
b. Total number of applications changed from Free to Reduced	1
c. Total number of applications changed from Reduced to Free	2
d. Total number of applications terminated (F/R to Paid)	1
e. Total number of applications terminated (failed to respond)	3
f. Total number of applications verified (5a thru 5e) This number must be the same as or greater than the result in number 3.	31
6. Was verification completed by December 15th?	Yes    No

*Verification Report*

## ADDITIONAL FEATURES

**SchoolNet C/S Food Service Verification**  
File Documents Help Date: 11/18/1999

☐ Show Excluded

Application	Applicant	Type	Verification Status	Effective	Vfy Notice	COB Notice
1001	Acosta, Lorena	Income	No Response	11/21/1999	10/31/1999	
1003	Alaniz, Charlene	Income	No change in benefits	11/21/1999	10/31/1999	
1004	Alaniz, Yvone	Income	Reduction (Free > Redu)	11/28/1999	10/31/1999	
1006	Alonzo, Sandra/Tray	Income	No change in benefits	11/21/1999	10/31/1999	
1007	Thomas, Michael/Kina	Income	No change in benefits	11/21/1999	10/31/1999	
1008	Baez, Ana Ma.	Categ.	No Response	11/21/1999	10/31/1999	
1009	Benos, Vernon	Income	No change in benefits	11/21/1999	10/31/1999	
1011	Bell, Tammie	Income	Terminated (Redu > Paid)	11/22/1999	10/31/1999	
1012	Gannon, Apolonio/fidelin	Income	Increase (Redu > Free)	11/19/1999	10/31/1999	11/18/1999
1013	Castaneda, Jeanine	Categ.	No change in benefits	11/21/1999	10/31/1999	
1014	Remirez, Susan	Income	No change in benefits	11/21/1999	10/31/1999	

Sampling Date  
10/31/1999

Sampling Method  
RANDOM

Non DC needed  
31

Categ. needed  
0

App Count  
31

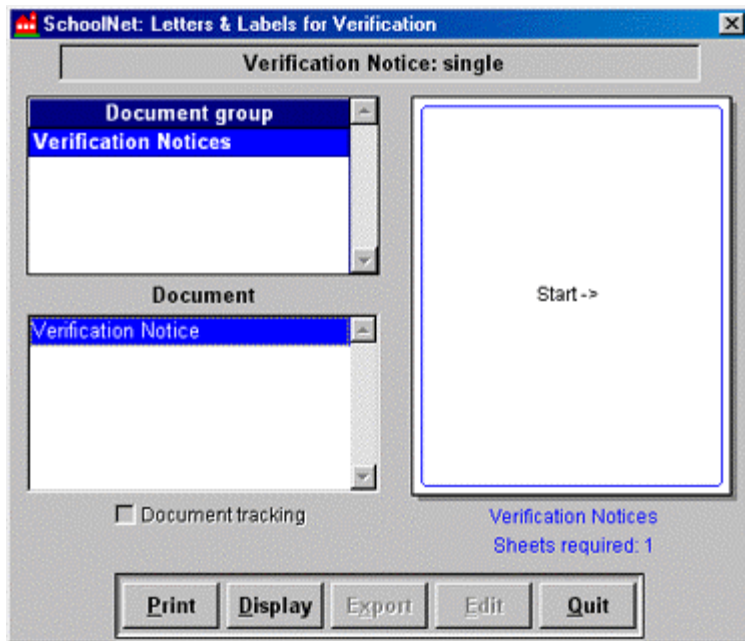
Reset Report **Notices** Add Commit Edit Evaluate Exclude Quit

### Re-print an individual Notice

#### Verification Notice

- 1 Double-click on the 'Vfy Notice' **Date** for that application.
- 2 Select **Print** from the Letters & Labels – Verification Notice: single screen. Click **Display** if you wish to view the Notice.
- 3 Select **Quit** when finished.

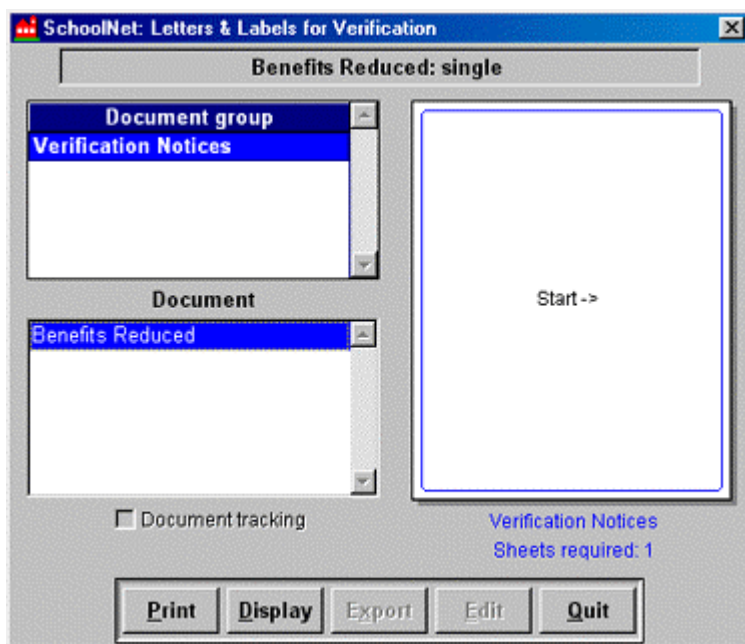




#### *Re-Print Verification Notice – Single*

##### **Change of Benefits Notice**

- 1 Double-click on the 'COB' **Date** for that application.
- 2 Select **Print** from the Letters & Labels – Verification Notice: single screen. Click **Display** if you wish to view the Notice.
- 3 Select **Quit** when finished.



#### *Re-Print Change of Benefits Notice – Single*

## To Change / Extend the Deadline Date for a Household

- 1 Select the application by using the up/down arrow keys or by clicking on it.

Application	Applicant	Type	Verification Status	Effective	Vfy Notice	COB Notice
1001	Acosta, Lorena	Income	No Response	11/21/1999	10/31/1999	
1003	Alaniz, Charlene	Income	No change in benefits	11/21/1999	10/31/1999	
1004	Alaniz, Yvonne	Income	Reduction (Free > Redu)	11/28/1999	10/31/1999	11/18/1999
1006	Alonzo, Sandra	Income	No change in benefits	11/21/1999	10/31/1999	
1007	Thomas, Michaelina	Income	No change in benefits	11/21/1999	10/31/1999	
<b>1008</b>	<b>Baez, Ana Ma.</b>	<b>Categ.</b>	<b>No Response</b>	<b>11/21/1999</b>	<b>10/31/1999</b>	
1009	Banos, Vernon	Income	No change in benefits	11/21/1999	10/31/1999	
1011	Bell, Tammie	Income	Terminated (Redu > Paid)	11/22/1999	10/31/1999	
1012	Gannon, Apolonio/fidelin	Income	Increase (Redu > Free)	11/19/1999	10/31/1999	11/18/1999
1013	Castaneda, Jeanine	Categ.	No change in benefits	11/21/1999	10/31/1999	
1014	Ramirez, Susan	Income	No change in benefits	11/21/1999	10/31/1999	

### Select Application

- 1 Click the **Edit** button to open the Commit/Initiate window *for this specific application*.

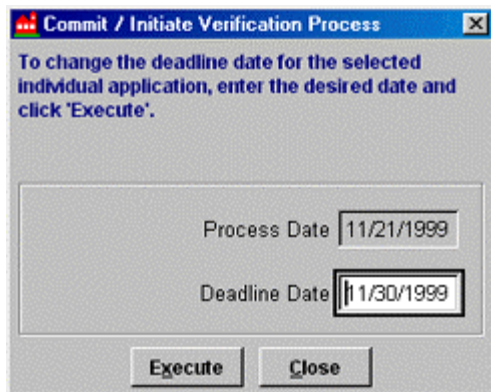
To change the deadline date for the selected individual application, enter the desired date and click 'Execute'.

Process Date: 11/21/1999

Deadline Date: 11/20/1999

Execute Close

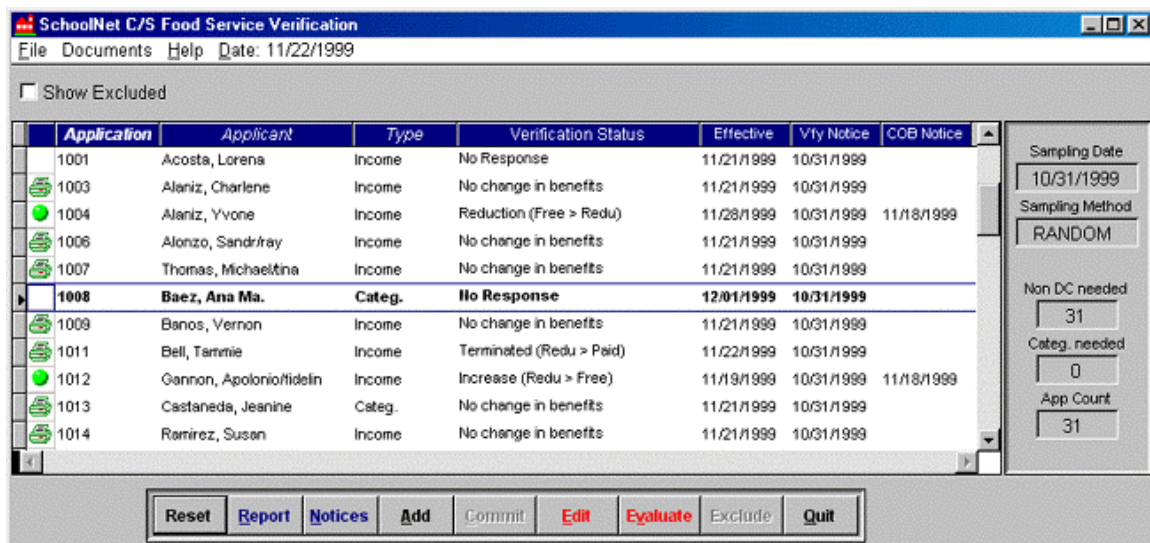
- 2 Double-click on the Deadline Date field to open the pop-up calendar. Select a new Deadline Date for this application.
- 4 Click the calendar **Select** button.



3 Click the **Execute** button.

4 Click the **Close** button.

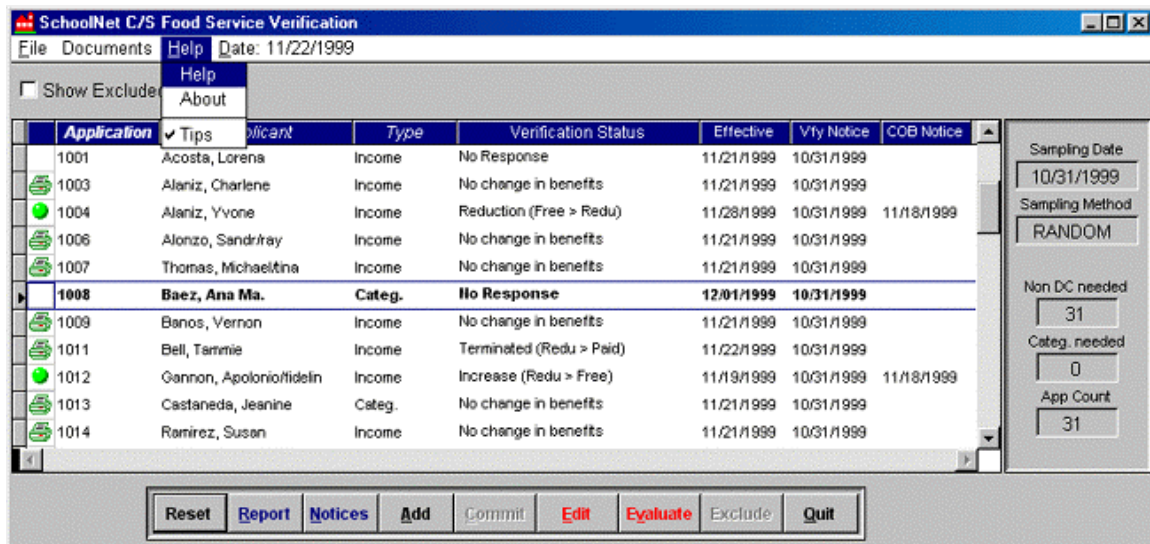
The selected application now has a modified Deadline Date.



*Application with modified Deadline Date*

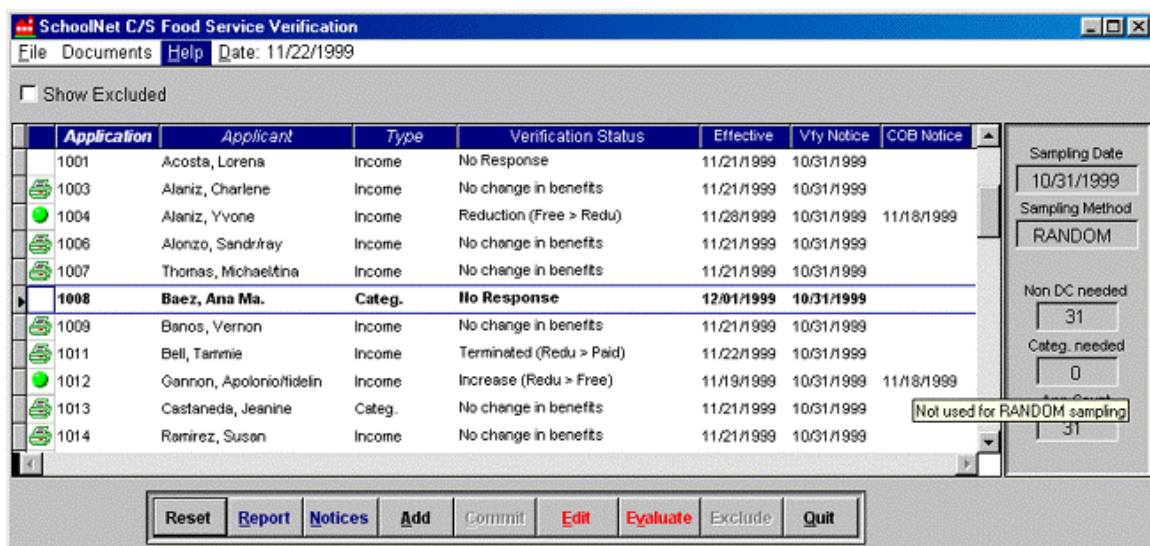
## The Tips Feature

Turn on the **Tips** feature to trigger a description as the mouse is moved over a control. Tips self-closes when a module is exited. If using Tips is helpful to you, it must be turned on when a module is first accessed.



Verification screen, Help menu

- 1 Open the **Help** menu
- 2 Select **Tips**. A checkmark indicates **Tips** is turned 'On'.
- 3 Move the mouse over a control (see figure below).



Tip for 'Categ. needed' control